



Dear Visa Applicant:

Below you will find a detailed list of the documentation you will need to submit at your appointments at the ASC (Applicant Service Center – Avenida Santa Fe 4569) and at the Consular Section (Avenida Colombia 4300).

Important Note: Please arrive on time for both of your appointments and be aware that the time of your appointment is when the process begins. Please visit the “how to apply” section in our webpage to find the steps to follow to apply for a visa.

DOCUMENTS TO BE SUBMITTED BY EACH APPLICANT (including minors):

All visa applicants between 14 and 79 years old will need to appear in person for their appointments. Minors up to 14 years of age are not required to appear in person. Parents may submit the children’s documents for them.

In the case of family groups, please do not forget to submit the family book, birth certificate, or any other documentation that can certify bonds.

- 1) **A VALID PASSPORT** with one empty page to stamp the visa.
- 2) **PREVIOUS PASSPORTS**
- 3) **DS-160 (CEAC) Application form:** This form can be accessed at <https://ceac.state.gov/genniv/> and it is required in order to be able to schedule your appointments.
 - a) Complete the requested information on the appropriate space on each screen. Please, answer every single question. Your answers must be written exclusively in English.
 - b) Review the information you provided. Any mistake can delay or limit your chances of obtaining a visa.
 - c) Print out the confirmation page.
 - d) Come to your interviews with the confirmation page and keep it on hand during the application process.
 - e) **BIOMETRIC SIGNATURE:** 22 C.F.R.6 41.103 requires that the applicant sign and submit his/her own Non Immigrant Visa Application unless he/she is exempted. Even though the applicant may receive help from a third party to fill out the form, it is required that he/she review his/her application and press the “Sign Application” button at the end of the form. Pressing this button will constitute your biometric signature together with your fingerprints which will be taken at the ASC and verified at the Consular Section.
- 4) **OTHER FORMS:**
 - If you are traveling for **business**, or to take part in a **conference, training** course or any purpose other than tourism, you will need to submit information to prove it. If the company you work for will cover the expenses of the trip, submit a letterhead indicating it.
 - If you are applying for a **crew member visa**, you will need an official letterhead from the company requesting the crew member visa, indicating your occupation, seniority and duration of the contract.
 - If you are applying for a **journalist visa**, you will need to submit a letterhead from the company requesting the journalist visa, indicating your occupation, seniority, purpose and duration of the trip.
 - If you are applying for a **temporary worker visa** that requires a petition approved by DHS (Department of Homeland Security), of any of the following classifications: **H1B, H2B, L1, P1, O1 or R1**, you will need to submit the following documents: the original or a copy of the I-797, the I-129 form if you have it, and the contract. Accompanying family members (spouse, child) of H1B, H2B, L1, P1, R1 or O1 visa holders will need to submit a copy of the I-797 (or copies of the I-129 in the case of L1 Blanket Petition visa dependants) if you have it or copy of the principal alien’s visa and the family book that shows the ties with the principal

alien.

- If you are applying for a **student** or **exchange** visa, you will need to submit the I-20 or DS-2019 form, respectively, and proof of SEVIS payment.
- If you are applying for a **domestic employee visa**, please visit the following link: http://spanish.argentina.usembassy.gov/domestic_employees.html. The interview will be conducted between the consular officer and the domestic employee. The employer may accompany the employee but will not be able to participate in the interview.

- 5) **DOCUMENTS, BINDING TIES AND RESPONSIBILITIES:** The consular officer's decision will be based on the interview and therefore an officer is not obliged to review documents. Nevertheless, the Consular Officer might request evidence that helps him make a final decision such as income, salary receipts, tax payments, AFIP papers, bank accounts, credit card statements, education, or the status of family members living in the US.
- 6) **SECURITY INSPECTION AT THE EMBASSY: THE FOLLOWING ITEMS ARE PROHIBITED:** cigarettes, electronic devices (cellular phones, calculators, batteries, pen drives, chargers, palm pilots, I-pods, MP3 players), liquids (deodorants, perfumes, lighters, water), metals (coins, clips, belt buckles, etc.).

If you do NOT BRING: bags, backpacks, book bags, cigarettes, electronic devices (cellular phones, calculators, batteries, pen drives, chargers, palm pilots, I-pods, MP3 players), liquids (deodorants, perfumes, lighters, water) and you only come with the documents necessary for your interview in hand+home or car keys, **your passing through security will be faster and you will not need to go through security after your interview.**

If you have no other choice but to bring any of the elements mentioned above, please **put them apart into a transparent plastic bag so that its content can easily be seen**, and have the bag in hand to present it to the security guard for the inspection. You will not be able to get into the Embassy with these items; you will have to leave them at the entry area. The Embassy does not take responsibility in case anything happens to them. Any metallic (coins, clips, belt buckles, etc.) will set off the metal detector and this may delay your access significantly. Presenting any prohibited items in a plastic bag will assist your entry and help to avoid long delays at the required security inspection.

- 7) **PASSPORT DELIVERY:** Once the visa is stuck, we will send your passports back to the selected DHL pickup location, or you will be receiving it at home if you selected home delivery. **The Consular Officer reserves the right to interview any applicant for any reason.**
- 8) **DISCLAIMER:** It is the responsibility of the applicant to ensure that all biographical data on the visa is correct. Any error on the visa could create significant delays at the Port of Entry in the United States. If there is an error in the visa data, which was not based on the applicant's passport and was simply a consular error, a replacement machine-readable visa will be issued at no cost to the applicant, **up to one year from** the visa's original date of issuance and only for the remaining validity of the original visa. In these cases, the applicant can drop his/her passport off at the Embassy any weekday (Monday thru Friday) at 2 pm to have the error corrected.

After one year of issuance, the applicant must apply for a new visa and pay a new MRV fee and reciprocity fee if applicable. These applicants will **only** need to schedule appointments with the Visa Information Service (at the ASC and at the Consular Section) if the error occurred as a result of an error in the applicant's passport bio page. Otherwise, if it was a consular error, the applicant can come to the Embassy any weekday (Monday thru Friday) from 8 am to 12pm and submit the appropriate fee, application and be interviewed by a Consular Officer.